

<b>INVITATION FOR BID</b>	<b>If, at the time of the scheduled bid opening, City Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed to the same time on the next normal business day. Bids will be accepted until that date and time.</b>
<b>FILE NO. 7448A</b>	
<b>COMMODITY: LOX, LOX SYSTEM AND LOX SERVICE</b>	
<b>NAME OF BIDDER:</b>	
<b>BIDDER'S FED. ID.</b>	

TO: Amy L. Witts, Purchasing Agent  
795 Massachusetts Avenue,  
Room 303 Cambridge, MA 02139

PH: (617)349-4310 FX: (617)349-4008

The undersigned submits this sealed bid to provide the commodity or services identified above, described in the specifications herein and advertised in the **CAMBRIDGE CHRONICLE on THURSDAY FEBUARY 9, 2017** which is to be opened and publicly read at the Office of the Purchasing Agent, City Hall, 795 Mass. Ave., Room 303, Cambridge, MA at 11:00 a.m. on **TUESDAY, FEBUARY 21, 2017. The bid may be downloaded from the City's web site, [www.cambridgema.gov](http://www.cambridgema.gov), Online Services, Purchasing Bid List and Invitation for bid, File 7448.**

The undersigned certifies that this bid is made without collusion with any other person, firm or corporation making any other bid or who otherwise would make a bid. The undersigned agrees to furnish the commodity or services in strict accordance with the bid documents, which consist of this Invitation for Bid and all attachments hereto. **"The submitted bid must be without conditions or exceptions".**

The envelope containing the bid must be labeled: **"This envelope contains a bid for Lox, Lox Systems and Lox Service at 11:00 A.M. on Tuesday, February 21, 2017. The bid and all documents submitted with it are public records. Parking is limited at this location. It is strongly recommended that bids are mailed or delivered in advanced of the due date and time. Late proposals will not be accepted.**

This bid process and the award of the contract are made in conformity with M.G.L. c. 30B, unless otherwise stated. See other side of this form for General Terms and Conditions that shall become part of any Contract awarded through this Invitation for Bid.

**This bid includes addenda numbered:** \_\_\_\_\_

**SIGNATURE OF BIDDER:** \_\_\_\_\_

**TITLE OF SIGNATORY** \_\_\_\_\_

**ADDRESS OF BIDDER** \_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_ **FAX NUMBER:** \_\_\_\_\_

Please check one of the following and insert the requested information:

( ) Corporation, incorporated in the State of: \_\_\_\_\_

( ) Partnership. Names of partners: \_\_\_\_\_

( ) Individual: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Name of Bidder:** \_\_\_\_\_

**GENERAL TERMS AND CONDITIONS**

<b>LAWS:</b>	All deliveries shall conform in every respect with all applicable laws of the Federal government, Commonwealth of Massachusetts and City of Cambridge.
<b>EQUAL OPPORTUNITY:</b>	The Vendor in the performance of the contract shall not discriminate on the grounds of race, color, religious creed, national origin or ancestry, age, disability, sexual orientation, marital status, family status, military status, source of income, or sex in employment practices or in the selection or retention of subcontractors, and in the procurement of materials or rental of equipment. The City may cancel, terminate or suspend the contract in whole or in part for any violation of this paragraph
<b>TAXES:</b>	Purchases made by the City are exempt from the payment of Federal excise tax and the payment of Commonwealth of Massachusetts sales tax (except for gasoline) and any such taxes must not be included in the bid prices.
<b>QUANTITIES:</b>	Unless otherwise stated, the quantities set forth herein are ESTIMATES ONLY. The City reserves the right to purchase the commodity(ies) specified in any amount less than the estimated amount.
<b>BID PRICES:</b>	Bid prices shall include transportation and delivery charges fully prepaid to the City of Cambridge destination. Where the unit price and the total price are at variance, the unit price will prevail.
<b>DELIVERY AND PACKAGING:</b>	Deliveries must be made in such quantities as called for in the purchase order and in the manufacturer's original packages. All deliveries must be <b>"inside" delivery with no assistance from City personnel. Tailgate deliveries will not be accepted.</b> Rejected material will be returned to the vendor at the vendor's expense.
<b>MODIFICATION OF BIDS:</b>	Prior to bid opening, a bidder may correct, modify or withdraw its bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope indicating that it contains a modification or correction of the original bid submitted for the particular commodity and indicating the time and date of the bid opening.
<b>REJECTION OF BIDS:</b>	The City reserves the right to reject any and all bids if it is in best interest of the City to do so.
<b>AWARD OF CONTRACT:</b>	Contract(s) will be awarded within forty-five days of the bid opening unless award date is extended by consent of all parties concerned.
<b>INDEMNITY:</b>	Unless otherwise provided by law, the Vendor will indemnify and hold harmless the City against any and all liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property which the City may sustain, incur or be required to pay, arising out of or in connection with the performance of the Contract by reason of any negligent action/inaction or willful misconduct by the Contractor, its agents, servants or employees
<b>TERMINATION OF CONTRACT:</b>	Except as otherwise provided in the Articles of Agreement, the City may terminate the contract upon seven days notice.
<b>ASSIGNABILITY:</b>	The Vendor shall not assign, sell, subcontract or otherwise transfer any interest in this contract without the prior written consent of the City.
<b>MATERIAL SAFETY DATA SHEETS:</b>	Pursuant to M.G.L. c. 111F, ss. 8, 9, and 10, any vendor who receives a contract resulting from this invitation agrees to submit a Material Safety Data Sheet for each toxic or hazardous substance or mixture containing such substance when deliveries are made. The vendor agrees to comply with all requirements set forth in the pertinent laws above.

**Name of Bidder:**\_\_\_\_\_

To: Amy L. Witts, Purchasing Agent  
City Hall, Cambridge, Massachusetts 02139

The undersigned hereby proposes to furnish and deliver **Lox, Lox System and Lox Service as needed** to the City of Cambridge Water Department, for a period of one year all in accordance with the attached specifications.

Prices must remain FIRM during the entire contract period. One award will be made as a result of this Invitation for Bid. The contract will be awarded to the responsive and responsible bidder offering the lowest total price for Lox, Lox System and Lox Service.

**A sample contract is attached hereto. The bidder must be willing to sign the City's contract. The City will not accept a bidder's terms & conditions**

Contract will be awarded within forty-five days of bid opening, unless award date is extended by consent of all parties concerned.

Prior to bid opening, a bidder may correct modify or withdraw its bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope with a notation on the envelope indicating that it contains a modification or correction of the original bid submitted for the particular commodity and indicating the date and time of the bid opening.

**PLEASE SUBMIT YOUR BID IN DUPLICATE. ONE ORIGINAL AND ONE COPY.**

**Questions**

**Questions concerning this Invitation for Bid must be submitted in writing and faxed to Fax # 617-349-4008. All questions must be submitted no later than Thursday, February 16, 2017 by 4:00 p.m. An addendum will be posted to the website to notify all bidders of the questions and answers.**

**Please review the bidders list on the website. If your firm is not listed on the bidders list, please click on "Registry" and notify us that you have downloaded the bid document.**

**Confidentiality and Public Records Law**

All bids or other materials submitted by the vendor in response to this Invitation to Bid will be open for inspection by any person and in accordance with the Massachusetts Public Records Law.

**Bid Results**

The tab sheet and the contract award information will not be mailed to the bidders individually. A tab sheet with the bid results will be posted to the website soon after the bid opening. The tab sheet will include the "contract award" information as soon as it is determined.

**Wage Theft Prevention Certification**

In Executive Order 2016-1, the City of Cambridge established requirements for City contracts in an effort to prevent wage theft. Prospective vendors must provide certifications or disclosures with their bids/proposals. Failure to provide the certifications or disclosures shall result in rejection of the bid/proposal. Please see the Wage Theft Prevention Certification form attached.

**Name of Bidder:**\_\_\_\_\_

**Quality Requirements**

A "NO" response, a failure to respond, or a failure to meet any of the following Quality Requirements will result in a rejection of your bid.

Circle Yes or No for the following requirements.

- 1 The Bidder has at least two (2) years experience with Lox System and Lox Services

YES NO

**Bid Submissions**

1. Bidder complete and submit with the bid all information requested on vendor chemical data sheet.
2. Successful bidder must furnish, with their signed contract, an insurance certificate in the amounts and coverage specified with the City of Cambridge listed as **ADDITIONAL INSURED AND CERTIFICATE HOLDER**.

**Water Treatment Chemical Purchase Specifications Liquid Oxygen and LOX Services**

**General: To provide Lox, LOX Services and Lox System parts to the Cambridge Water Department on an as needed bases for a period of one year.**

**A. Lox and Lox System Service/Support**

The vendor that is awarded the contract to supply LOX to the Cambridge water treatment facility is also required to provide periodic service and parts for the Cambridge LOX storage facilities

The successful vendor shall be in the business of both supplying LOX and routinely providing maintenance service to its own and customer LOX storage facilities.

**B. Government or Industry Standard**

The product proposed/supplied shall meet AWWA Standard B304-08 Liquid Oxygen for Ozone Generation.

The Product proposed/supplied shall be NSF Standard 60 certified.

**C. Certificate of Analysis**

Contents of certificate of analysis shall disclose nitrogen, water and total hydrocarbons as Methane. These results shall be provided with every shipment.

**D. Composition**

	Bulk Liquid	Standard Grade (Industrial Grade)
1.	Oxygen, min %vol.	99.5
2.	Nitrogen, max ppm/vol.	100
3.	Water, max ppm/vol.	2
4.	Dew point, max. EF	-97
5.	Total Hydrocarbons as methane, max ppm/vol.	25
6.	Liquid Oxygen shall be delivered to the Cambridge Water Treatment Plant by tank truck as required.	

**E. Specification LOX System Services**

LOX System Services shall include, but not limited to, repair and maintenance of valves, calibration of regulators and gauges, replacement of gaskets, repair and replacement of sensors, and pipe repair and installation. The work covered under this bid item shall include work on the LOX tank(s) system (e.g. the tanks, accumulator system, and the three-way valve), the vaporizers and control valves, and the down stream control valves, pressure reduces, filters, and sensors.

Name of Bidder: \_\_\_\_\_

**INSURANCE REQUIREMENTS:****Indemnification**

The contractor agrees to indemnify and save the City of Cambridge, harmless against any and all damages, costs and expenses which it may suffer or pay out of reason of any claims, actions, rights of action, in law or equity, arising out of performance of the work and resulting from injuries or damage occurring to, or caused in whole or in part by the contractor mover and any of his/her officers, employees or representatives or firm directly or indirectly engaged in moving by the contractor.

**Contractor's Insurance**

The contractor shall provide the City of Cambridge with insurance policies as stated below at the expense of the Contractor. **The insurance certificate must be written in the name of the City of Cambridge as an Additional Named Insured in order to protect the interest of the City from any liability which might be incurred against it as the result of any operation of the contractor, its subcontractors, or their employees.**

The insurance required shall include all major divisions of coverage, and shall be on a comprehensive general basis including Premises and Operations, and Owned, Non-owned, and Hired Motor Vehicles. Such insurance shall be written for not less than any limits of liability required by law or the following limits, whichever are greater.

Certificates must be presented to the City at the time the contract is signed by the Contractor.

The Contractor and all subcontractors waive subrogation rights against the City of Cambridge for all losses. EACH POLICY SHALL CONTAIN A 30-DAY NOTICE OF CANCELLATION, CHANGE OR NON- RENEWAL. NOTICE OF OCCURENCE is to be given to the City Manager, City of Cambridge, 795 Massachusetts Ave. Massachusetts Avenue, Cambridge, and Ma. 02139-3219. INSURANCE POLICIES MUST COVER THE ENTIRE CONTRACT PERIOD.

A.	Owner's Protective Liability	
	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
B.	Commercial General Liability	
	General Aggregate	\$1,000,000
	Products Completed Operations	\$1,000,000
	Aggregate	
	Personal Injury and Advertising Limit	\$1,000,000
C.	Each Occurrence	\$1,000,000
	Automotive For all owned, non-owned, hired and Leased Vehicles	
	Each Occurrence Combined Single Limit	\$1,000,000
	- Or -	
	Bodily Injury- each person	\$1,000,000
	- Each accident	\$1,000,000
D.	Property damage- each occurrence	\$ 500,000
	Umbrella	
	Combined single limit	\$1,000,000
E.	General Aggregate	\$1,000,000
	Worker's Compensation	
	Coverage A	STATUTORY
	Coverage B Each Accident	\$ 100,000
	Disease- Policy Limit	\$ 500,000
F.	Disease- Employee	\$ 100,000
	Full Replacement Valuation for Damaged	\$ 50,000
	or Missing Items No depreciation shall apply.	

Name of Bidder: \_\_\_\_\_

The Contractor may purchase and maintain excess liability insurance in the umbrella form in order to satisfy the limits of liability required for the insurance to be purchased and maintained in accordance with the requirements set forth above (in addition to the umbrella limits required). Evidence of such excess liability shall be delivered to the City of Cambridge in the form of a certificate indicating the policy numbers and limits of liability of all underlying insurance. The City of Cambridge must be an additional insured on any such umbrella policy. The City of Cambridge reserves the right, at its sole discretion, to amend the insurance requirements set forth above Failure of the contractor to provide and continue in force such insurance shall be deemed a material breach of contract and shall operate as an immediate termination thereof.

**Vendor Chemical Bid Data Sheet must be submitted.**

- Chemical Name: \_\_\_\_\_
- Bidder: \_\_\_\_\_
- Manufacture:                      Yes \_\_\_\_\_                      No \_\_\_\_\_
- If no:  
Manufacturer's Representative: Yes \_\_\_\_\_                      No \_\_\_\_\_
- Specify location or locations the chemical supplied will be manufactured:  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact person at point of manufacture: \_\_\_\_\_  
Telephone number: \_\_\_\_\_
- Specify the distribution point from which CWD will receive the chemical:  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Detailed directions (attach if needed):  
Contact Person at facility:  
Name: \_\_\_\_\_  
Telephone number: \_\_\_\_\_
- Quantity of chemical routinely in storage : \_\_\_\_\_ (gal)

**Name of Bidder:** \_\_\_\_\_

- Customer References: three (3) potable water treatment plants that have been supplied the chemical in truckload quantities on an annual bid basis within the last three years. References must be from the New England/New Area. Minimum information required: (attach additional) The City of Cambridge reserves the right to use itself as a reference. A bid maybe rejected on the basis of one or more references reporting less than excellent past performance.

1. Water Company or Water Department

Name:\_\_\_\_\_

Address:\_\_\_\_\_

\_\_\_\_\_

Contact person:\_\_\_\_\_

Address:\_\_\_\_\_

\_\_\_\_\_

Phone number:\_\_\_\_\_

Delivery Address:\_\_\_\_\_

\_\_\_\_\_

Quantity received annually:\_\_\_\_\_ (gal/lb)

Name of Bidder:\_\_\_\_\_

2. Water Company or Water Department

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

\_\_\_\_\_

Quantity received annually: \_\_\_\_\_ (gal/lb)

3. Water Company or Water Department

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

\_\_\_\_\_

Quantity received annually: \_\_\_\_\_ (gal/lb)

■ Site visit required: Yes \_\_\_\_\_ No \_\_\_\_\_

■ Required attachments:

ANSI/NSF letter of chemical acceptance

Affidavit of compliance

Certificate of analysis

MSDS Sheet for bid chemical

A technical specification sheet for each product bid.

Transportation plans

Name of Bidder: \_\_\_\_\_

**Lox Price Proposal:**

Lox suppliers shall submit a price and a total lump sum for Lox, Lox System parts materials markup and the annual maintenance service rate. One Contract will be awarded for LOX, LOX System parts and Lox Services to the responsive, responsible bidder offering the lowest total lump sum. The usage and the number of service hours referenced below are estimated and are provided to compare prices in standardized format.

**LOX:**

(Liquid Oxygen) 250,000 gallons X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(12 months usage) Unit Price Total

**LOX SYSTEM PARTS MATERIALS MARKUP (%)**

Supplier's actual cost plus \_\_\_\_\_ % x \$10,000 = \$ \_\_\_\_\_  
Total

Example for a materials markup of 5%, multiply \$10,000 x 500 to equal \$ 10,500.00

\$10,000 is an estimated **annual** dollar value for LOX System parts.

**LOX ANNUAL MAINTENANCE SERVICE RATE:**

To provide LOX annual maintenance services to the Cambridge Water Treatment as described in section E.

Hourly rate for service \_\_\_\_\_ x 80 hours = \$ \_\_\_\_\_  
Total

**TOTAL LUMP SUM FOR LOX  
AND LOX SYSTEM MAINTENANCE** \$ \_\_\_\_\_

**Total lump sum in words:** \_\_\_\_\_

**Signature of Bidder:** \_\_\_\_\_

**Name of Bidder:** \_\_\_\_\_

**WAGE THEFT PREVENTION CERTIFICATION**

In Executive Order 2016-1, the City of Cambridge established requirements for City contracts in an effort to prevent wage theft. Prospective vendors must provide the following certifications or disclosures with their bids/proposals. Failure to provide the following shall result in rejection of the bid/proposal.

**Instructions for this form:**

A prospective vendor must check box 1 or box 2, as applicable, as well as boxes 3-5, and must sign this Form, certifying compliance with the requirements set out in this Form. This Form must be included with the bid or proposal, and for multi-year contracts must be completed annually on the contract anniversary and filed with the Purchasing Agent.

The undersigned certifies under the pains and penalties of perjury that the vendor is in compliance with the provisions of Executive Order 2016-1 as currently in effect.

**All vendors must certify that [check either box 1 or box 2, as applicable]:**

1. ☐ Neither this firm nor any prospective subcontractor has been subject to a federal or state criminal or civil judgment, administrative citation, final administrative determination, order or debarment resulting from a violation of G.L. c. 149, G.L. c. 151, or 29 U.S.C. 201 *et seq.* within three (3) years prior to the date of this bid/proposal submission.

**OR**

2. ☐ This firm, or a prospective subcontractor of this firm, has been subject to a federal or state criminal or civil judgment, administrative citation, final administrative determination, order or debarment resulting from a violation of G.L. c. 149, G.L. c. 151, or 29 U.S.C. 201 *et seq.* within three (3) years prior to the date of this bid/proposal submission and such documentation is included in the bid/proposal submission.

**In addition, all vendors must certify each of the following:**

3. ☐ Any federal or state criminal or civil judgment, administrative citation, final administrative determination, order or debarment resulting from a violation of G.L. c. 149, G.L. c. 151, or 29 U.S.C. 201 *et seq.* imposed on this firm or on any prospective subcontractor while any bid/proposal to the City is pending and, if awarded a contract, during the term of the contract, will be reported to the Purchasing Agent or other City department within five (5) days of receiving notice.

**Continued on following page.**

**Name of Bidder:** \_\_\_\_\_

4. ☐ Vendors awarded a contract that have disclosed a federal or state criminal or civil judgment, administrative citation, final administrative determination, or order resulting from a violation of G.L. c. 149, G.L. c. 151, or 29 U.S.C. 201 *et seq.* within three (3) years prior to the date of this bid/proposal, while the bid/proposal was pending, or during the term of the contract shall, upon request, furnish their monthly certified payrolls for their City contract to the Purchasing Agent for all employees working on such contract and are required to obtain a wage bond or other suitable insurance in an amount equal to the aggregate of one year's gross wages for all employees. Vendors subject to a state or federal debarment for violation of the above laws or prohibited from contracting with the Commonwealth are prohibited from contracting with the City, and upon a finding or order of debarment or prohibition, the City may terminate the contract.
5. ☐ Notice provided by the City, informing employees of the protections of Executive Order 2016-1 and applicable local, state, and federal law will be posted by this firm in conspicuous places.

Attested hereto under the pains and penalties of perjury:

\_\_\_\_\_  
(Typed or printed name of person signing  
quotation, bid or proposal)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Name of Business)

Pursuant to Executive Order 2016-1, vendors who have been awarded a contract with the City of Cambridge must post the Massachusetts Wage and Hour Laws notice informing employees of the protections of G.L. c. 149, G.L. c. 151, and 29 U.S.C. 201 *et seq.* in conspicuous places. This notice can be found at <http://www.mass.gov/ago/docs/workplace/wage/wagehourposter.pdf>

**This form must be submitted with your bid**

Name of Bidder: \_\_\_\_\_

**Americans with Disabilities Act (42 U.S.C. 12131)  
Section 504 of the Rehabilitation Act of 1973  
Tax Compliance/Anti-Collusion Statement  
Debarment Statement**

The Americans with Disabilities Act (the "Act") applies to all employers of fifteen or more employees. All vendors that are subject to the Act must comply with its provisions. In further compliance with the Act, all Contractors who enter into contracts with the City are prohibited from discrimination against the City's employees, regardless of the size of the Contractor.

The Act protects against discrimination on the basis of "disability", which is defined as a physical or mental impairment that substantially limits at least one "major life activity"; discrimination against a person having a history or record of such impairment; and discrimination against an individual regarded - even if inaccurately - as having such an impairment. The Act also expressly prohibits discrimination that is based on an individual's relationship or association with a disabled person.

The Contractor shall not discriminate against any qualified employee or job applicant with a disability and will make the activities, programs and services covered by any contract awarded through this procurement readily accessible to and usable by individuals with disabilities. To be qualified for a job, or to avail oneself of the Contractor's services, the individual with the disability must meet the essential eligibility requirements for receipt of the Contractor's services or participation in the Contractor's programs or activities with or without: 1) reasonable modifications to the Contractor's rules, policies and practices; 2) removal of architectural, communication, or transportation barriers; or, 3) provisions of auxiliary aids and services.

By submitting its contract, the Contractor certifies to the City of Cambridge that it understands and will comply with all applicable provisions of the Act, including compliance with applicable provisions of Section 504 of the Rehabilitation Act of 1973, if the Contractor is receiving federal funds.

The undersigned certifies under penalties of perjury that this contract has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals

As required by M.G.L. c. 62C, §49A, the undersigned certifies under the penalties of perjury that the Contractor has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

The undersigned certifies that it is not currently subject to any State or Federal debarment order.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Print Name of person signing bid)

\_\_\_\_\_  
(Signature & Title)

**This form must be submitted with your bid**

**Name of Bidder:** \_\_\_\_\_

### CORI COMPLIANCE FORM

Persons and businesses supplying goods and/or services to the City of Cambridge ("Vendors"), who are required by law to perform CORI checks, are further required by Section 2.112.060 of the Cambridge Municipal Code to employ fair policies, practices and standards relating to the screening and identification of persons with criminal backgrounds through the CORI system. Such Vendors, when entering into contracts with the City of Cambridge, must affirm that their policies, practices and standards regarding CORI information are consistent with the policies, practices and standards employed by the City of Cambridge as set forth in the City of Cambridge CORI Policy ("CORI Policy") attached hereto.

#### CERTIFICATION

The undersigned certifies under penalties of perjury that the Vendor employs CORI related policies, practices and standards that are consistent with the provisions of the attached CORI Policy. **All Vendors must check one of the three lines below.**

1. \_\_\_\_\_ CORI checks are not performed on any Applicants.
2. \_\_\_\_\_ CORI checks are performed on some or all Applicants. The Vendor, by affixing a signature below, affirms under penalties of perjury that its CORI policies, practices and standards are consistent with the policies, practices and standards set forth in the attached CORI Policy.
3. \_\_\_\_\_ CORI checks are performed on some or all Applicants. The Vendor's CORI policies, practices and standards are not consistent with the attached CORI Policy. Please explain on a separate sheet of paper.

\_\_\_\_\_  
(Typed or printed name of person  
Signing quotation, bid or Proposal)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Name of Business)

**NOTE:**

The City Manager, in his sole discretion may grant a waiver to any Vendor on a contract by contract basis.

**Instructions for Completing CORI Compliance Form:**

A Vendor should not check Line 1 unless it performs NO CORI checks on ANY applicant. A Vendor who checks Line 2 certifies that the Vendor's CORI policy conforms to the policies, practices and standards set forth in the City's CORI Policy. A Vendor with a CORI policy that does NOT conform to the City's CORI Policy must check Line 3 and explain the reasons for its nonconformance in writing. Vendors, who check Line 3, will not be permitted to enter into contracts with the City, absent a waiver by the City Manager.

**This form must be submitted with your bid**

Name of Bidder: \_\_\_\_\_

**City of Cambridge CORI Policy**

1. Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment or volunteer work, the following practices and procedures will generally be followed.
2. CORI checks will only be conducted as authorized by Criminal History Systems Board (CHSB). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
3. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by the CHSB.
4. Prior to initiating a CORI check, the City will review the qualifications of the applicant to determine if the applicant is otherwise qualified for the relevant position. The City will not conduct a CORI check on an applicant that is not otherwise qualified for the relevant position.
5. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determination of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
6. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
7. If, in receiving a CORI report, the City receives information it is not authorized to receive (e.g. cases with dispositions such as not guilty or dismissal, in circumstances where the City is only authorized to receive convictions or case-pending information), the City will inform the applicant and provide the applicant with a copy of the report and a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record* so that the applicant may pursue correction with the CHSB.
8. If the City of Cambridge is planning to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the City's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position and given an opportunity to dispute the accuracy and relevance of the CORI record.
9. Applicants challenging the accuracy of the criminal record shall be provided a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the applicant, the City of Cambridge will make a determination based on a comparison of the CORI record and documents provided by the applicant. The City of Cambridge may contact CHSB and request a detailed search consistent with CHSB policy.
10. If the City of Cambridge reasonably believes the record belongs to the applicant and is accurate, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
  - (a) Relevance of the crime to the position sought;
  - (b) The nature of the work to be performed;
  - (c) Time since the conviction;
  - (d) Age of the candidate at the time of offense;
  - (e) Seriousness and specific circumstances of the offense;
  - (f) The number of offenses;
  - (g) Whether the applicant has pending charges;
  - (h) Any relevant evidence of rehabilitation or lack thereof;

- (i) Any other relevant information, including information submitted by the candidate or requested by the City.
- 11. The Personnel Department will assist affected departments, in assessing the suitability of candidates in accordance with paragraph 10 a through i above, to ensure consistency, fairness, and protection of employment opportunities and the public interest.
- 12. The City of Cambridge will notify the applicant of the decision and the basis of the decision in a timely manner.
- 13. CORI information shall not be disseminated or shared with any unauthorized employees or other, but shall be maintained in confidence consistent with the obligations of law.

Revised May 5, 2007

**ORDINANCE NUMBER 1312**

**Final Publication Number 3155. First Publication in the Chronicle on December 13, 2007.**

**City of Cambridge**

**In the Year Two Thousand and Eight**

**AN ORDINANCE**

**In amendment to the Ordinance entitled “Municipal Code of the City of Cambridge”**

**Be it ordained that Cambridge Municipal Code Chapter 2.112 is hereby amended by adding a new Section 2.112.060 entitled “Cori Screening by Vendors of the City of Cambridge” as follows:**

**Adding after Section 2.112.050 the following new sections:**

**SECTION 2.112.060**

**CORI SCREENING BY VENDORS OF THE CITY OF CAMBRIDGE**

**Sections:**

- 2.112.061 Purpose**
- 2.112.062 Definitions**
- 2.112.063 CORI-Related Standards of the City of Cambridge**
- 2.112.064 Waiver**
- 2.112.065 Applicability**

**2.112.061 Purpose**

These sections are intended to ensure that the persons and businesses supplying goods and/or services to the City of Cambridge deploy fair policies relating to the screening and identification of persons with criminal backgrounds through the CORI system.

**2.112.062 Definitions**

Unless specifically indicated otherwise, these definitions shall apply and control.

*Awarding Authority* means the City of Cambridge Purchasing Agent or designee.

*Vendor* means any vendor, contractor, or supplier of goods and/or services to the City of Cambridge.

**2.112.063 CORI-Related Standards of the City of Cambridge**

The City of Cambridge employs CORI-related policies, practices and standards that are fair to all persons involved and seeks to do business with vendors that have substantially similar policies, practices and standards. The City of Cambridge will do business only with vendors who, when required by law to perform CORI checks, employ CORI-related policies, practices, and standards that are consistent with policies, practices and standards employed by the City of Cambridge. The awarding authority shall consider any vendor’s deviation from policies, practices and standards employed by the City of Cambridge as grounds for rejection, rescission, revocation, or any other termination of the contract.

**2.112.064 Waiver**

The City Manager may grant a waiver to anyone who or which has submitted a request for waiver if it is objectively reasonable; and the City Manager, or a delegate, shall report promptly in writing to the City Council all action taken with respect to every request for a waiver and the reasons for the decision.

**2.112.065 Applicability**

If any provision of these sections imposes greater restrictions or obligations than those imposed by any other general law, special law, regulation, rule, ordinance, order, or policy then the provisions of these sections shall control.

In City Council January 28, 2008.  
Passed to be ordained by a yea and nay vote:-  
Yeas 9; Nays 0; Absent 0.  
Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

D. Margaret Drury  
City Clerk

**City of Cambridge  
Articles of Agreement  
Sample**

Commodity:  
File Number:

This agreement is made and entered into this **xx/xx/xxxx** by and between the **City Of Cambridge** ("the CITY"), a municipal corporation organized and existing under the laws of the **Commonwealth of Massachusetts**, and **xxxxxxxxxxxxx**, a corporation duly organized and existing under the laws of the **State of xxxxxxxx**("the Contractor").

**Address:**

**Telephone: Fax: Atten.:**

**Email:**

**Article I. Definition.** "This Contract" as used herein shall mean these Articles of Agreement and "the bid documents," which include, but are not limited to, the instructions to bidders, the Contractor's bid or proposal, the specifications, the general conditions, the requirements, the applicable addenda, and all documents and forms submitted with the Contractor's bid or proposal that were accepted by the City.

**Article II. Duration.** The Contractor shall commence the performance of this contract for the period beginning on **xx/xx/xxxx** and ending on **xx/xx/xxxx**.

**Article III. Terms.** The Contractor agrees to provide the services all in accordance with the bid documents of **xx/xx/xxxx**.

Contract Value:

**Article IV. Payment.** The City agrees to pay to Contractor the sum set forth in the Contractor's bid or proposal. **Contractor shall invoice the department to which it provided the service, not the Purchasing Department.**

**Article V. Termination.** The following shall constitute events of default under this Contract requiring immediate termination: a) any material misrepresentation made by the Contractor, b) any failure by the Contractor to perform any of its obligations under this Contract including, but not limited to, the following: (i) failure to commence performance of this Contract at the time specified in this Contract due to a reason or circumstance within the Contractor's reasonable control, (ii) failure to perform this Contract with sufficient personnel and equipment or with sufficient material to ensure the completion of this Contract within the specified time due to a reason or circumstance within the Contractor's reasonable control, (iii) failure to perform this Contract in a manner reasonably satisfactory to the City, (iv) failure to promptly re-perform within reasonable time the services that were rejected by the City as erroneous or unsatisfactory, (v) discontinuance of the services for reasons not beyond the Contractor's reasonable control, (vi) failure to comply with a material term of this Contract, including, but not limited to, the provision of insurance and nondiscrimination, and (vii) any other acts specifically and expressly stated in this Contract as constituting a basis for termination of this Contract.

Except as otherwise provided in the Articles of Agreement, the City may terminate the contract upon seven days notice.

**Article VI. Damages.** From any sums due to the Contractor for services, the City may keep for its own the whole or any part of the amount for expenses, losses and damages as directed by the Purchasing Agent, incurred by the City as a consequence of procuring services as a result of any failure, omission or mistake of the Contractor in providing services as provided in this Contract.

**Article VII. Conflict.** In the event there is a conflict between these Articles and the bid documents, the bid documents shall supersede these articles.

**Article VIII. Governing laws and ordinances.** This Contract is made subject to all the laws of the Commonwealth and the Ordinances of the City and if any such clause thereof does not conform to such laws or ordinances, such clause shall be void (the remainder of the Contract shall not be affected) and the laws or ordinances shall be operative in lieu thereof.

**Name of Bidder:**\_\_\_\_\_

**Article IX. Performance Security.** Upon execution of this Contract by the Contractor, the Contractor shall furnish to the City security for the faithful performance of this Contract in the amount of **0%** of the value of the bid in the form of a performance bond issued by a surety satisfactory to the city or in the form of a certified check.

**Article X. Equal Opportunity.** the Contractor in the performance of all work under this contract will not discriminate on the grounds of race, color, sex, age, religious creed, disability, national origin or ancestry, sexual orientation, marital status, family status, military status, or source of income in the employment practices or in the selection or retention of subcontractors, and in the procurement of materials and rental of equipment. The city may cancel, terminate or suspend the contract in whole or in part for any violation of this article.

**Article XI. Assignability.** the Contractor shall not assign, sell, subcontract or transfer any interest in this contract without prior written consent of the city.

**In witness whereof the parties have hereto and to three other identical instruments set their hands the day and year first above written.**

**The City:**

**The Contractor:**

\_\_\_\_\_  
**Louis DePasquale**  
**City Manager**

\_\_\_\_\_  
**Signature and Title**

\_\_\_\_\_  
**Amy L. Witts**  
**Purchasing Agent**

**Approved as to Form:**

\_\_\_\_\_  
**Nancy E. Glowa**  
**City Solicitor**

**Name of Bidder:**\_\_\_\_\_